

Synthetic Engineering Functional Band Team (SEFBT) Charter

1. **Purposes of Synthetic Engineering Functional Band Team (SEFBT):** The purposes of the Synthetic Engineering Function Band team are:
 - a. Provide a forum to share common interests and concerns.
 - b. Insure that its members are receiving adequate training for professional growth and career development.
 - c. Develop the necessary skills to provide high quality synthetic engineering expertise to STRICOM and its customers.
 - d. Maximize the opportunities for horizontal and vertical integration.The SEFBT works with its members to insure all members have the necessary support, materials and expertise to perform the duties required of them.
2. **Customers:** Program Managers (PMs), Project Directors (PDs), Directorate Supervisors, and Directorate Technical leads. The PD of each project is usually the direct recipient of support for each Engineering support agreement as identified in the Buyer-Seller Agreement in conjunction with the approval of the engineer's division chief.
3. **Start date:** 1 October 2000
4. **End date:** 30 September 2001
5. **Leader:** FY00 - Pam Woodard. Leader will be elected annually.
6. **Core Team Members(voting members):** All Synthetic Engineering Functional Band members.
7. **Contributing Team Members (Advisory non-voting):** Leadership Team and PDs.
8. **Time:** As needed not to exceed 10% of any one SEFBT's members work efforts.
9. **Stakeholders:** SEFBT members, Training Group, Command Group, and Leadership Team (LT) to include immediate supervisors, and Project Directors/Program Managers. **Linkage to STRICOM objectives and strategies:** Sustain a high quality workforce to meet needs for successful project accomplishment.
10. **Goals/Outcomes:** Main goals are building and maintaining a quality Synthetic engineering team that meets the goals and expectations of our customers. Specific goals and outcomes are delineated in the Functional Band Team Leader's charter and will be accomplished as an Engineering Directorate whole. The draft document "Operational Concept for the Functional Band Process" will be used as a guide to develop SEFBT goals.

Proposed "near term" goals:

- Set up monthly meetings of the Synthetic Engineering Functional Band
- Exchange project/program information to encourage Horizontal Integration (HI)
- Review/Identify critical skills for Synthetic Engineers
- Identify key focus areas and technologies for Synthetic Engineers
- Identify "champions" for skill areas, focus areas, and technologies
- Identify training needs for Synthetic Engineers

- Identify necessary tools to support Synthetic Engineering Functional Band
- Identify other goals and objectives for the SEFBT as required.

11. Linkage to STRICOM objectives and strategies: Sustain a high quality workforce to meet needs for successful project accomplishment.

12. Contributions of Team Members: Provide input on common issues that are concerns to the team, establish training standards and identify training opportunities. Support the Functional Band Leader (FBL) in creation of team charter, process plan(s), mentoring procedure and program execution guidance. The SEFBT will maintain an expertise database that will be accessible by all members and serve as aid for current and future assignments.

13. Scope of Team Authority: Create opportunities for team and individual professional growth within the fiscal and program constraints of the command.

14. Attendance: Best effort.

15. Decision process: Team decisions will be made through reflector discussions and polls; consensus will be the desired outcome of any poll taken by the group. Taskings and approval of task outcomes will be made via the reflector. Any member of the SEFBT may propose a change or enhancement to the program and send the proposal to the rest of the FBT via the reflector site. The FBT will accept all recommendations and ask for comments on the request with a suspense for all discussion. Upon the arrival of the suspense time the Functional Band Leader (FBL) may advise the team of any items or actions for concern. Then the FBL will send out a proposal to the team for approval with a suspense for reception of comments. Upon approval (if that is the SEFBT's desire) the FBL will request team support to accomplish the task as needed. All requests will be maintained in a log for future reference.

16. Expected behaviors:

- Listen carefully -
- Keep dissension open - no hidden agendas
- Agree only if it makes sense
- Be open to divergent views
- Help team stay on track; limit digressions and non-relevant stories
- Speak honestly
- One speaker at a time
- Don't bog the group down with issues that affect a few
- Emphasize principle of learning - don't get stuck on getting it perfect
- Offer constructive process feedback on-line
- End sessions with evaluation of how we're doing as a team and with the work
- Conduct meeting by following the Agenda at all meetings
- Educate substitutes before meetings
- Have fun!

17. Team members:

Gabriel Argueta, ET
Jill Ashby, ET
Rick Copeland, ED
Rick Crouse, ET
Bryant Lafoy, ED
Henry Marshall, ET
Doug Parsons, ET
Susan Rodio, ET
Angel Rodriguez, ET
Brian Saute, ET
Rita Simons, ET
Teresita M. Sotomayor, ET
Dan Stevens, ET
Craig Thornley, ED
Pamela Woodard, ET

Associate Members:

Mike Butterworth-Contractor, ET
Bruce Robbins-Contractor, ET
Larry Rodd-Contractor, ET

Leadership Team Mentor:

Wafa Makhlouf, ET